

Policy on Creation, Review and update of University Policies

Policy Owner	University Council
Policy Author	University President
Version	V 1.0
Issuing Authority	University President
Document Date	23 rd August 2023
Circulation	All Deans, All Colleges, All Departments
Effective Date	24 th August 2023
History	The Policy proposal was reviewed and approved by the University-Council on 23 rd August 2023.

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Preface:

The policy is adopted in order to adhere the standards of issuing and reviewing the university policies.

Criteria:

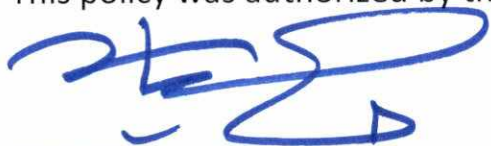
1. Policies must be approved by the University Council (UC).
2. Policies must be issued in the standard format (latest version), and signed, dated and stamped by the President. A version number must be assigned.
3. Policies must be reviewed by the Deans Council every two years from the issue date and modifications recommended by the Deans Council are to be forwarded to the University Council for consideration.
4. Updates to Policies that are approved by the UC result in reissuing the Policy with the approved updates but with a new version number (*increment by 1*).
5. It is also possible for any UC member to propose to the UC an improvement or update to an existing Policy before the 2-year review period. In such a case, the President may forward the proposal to the Deans Council for further study before the UC considers the change proposal.
6. All approved Policies or updated Policy must be archived by saving an electronic copy in the University Policy Registry and must be circulated to all faculty and staff by email, in addition to posting them on the Policies page on the official university website.

Exceptions:

The University President reserves the right to decide on any situation/circumstances outside the conditions stated in this policy.

Authorization:

This policy was authorized by the University President.



Date: 24-8-2023

University President